

COOK SPECIALIST I
(CORRECTIONAL FACILITY)
Final Filing Date: Continuous



OPEN - SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENT OF CORRECTIONS AND REHABILITATION
SPOT EXAMINATION FOR:

SEE ATTACHED LISTING

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period(s) for this examination is: **January through December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit applications to one of the address(es) indicated on the attached listing of Local Testing Offices. You must submit a separate application to each testing office of your choice. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail.

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.
NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS Each testing office will accept applications continuously and will notify and test applicants as needs warrant.

TEST DATE To learn more about examination date(s), contact the testing office(s) indicated on this bulletin.

SALARY RANGE(S) As of: December 12, 2006

\$2,300 - \$2,796

MINIMUM QUALIFICATIONS **Either I**
One year of experience in the California state service performing the duties of a Food Service Technician I (Correctional Facility).

Or II
Experience: One year of experience in assisting a cook in the preparation and cooking of a varied menu in a restaurant, fast food outlet, or any other business with a food service operation. (Full-time training in a recognized trade school or training program for cooks may be substituted for the required experience on the basis of one month of school attendance being equal to two months of experience.)

Special Personal Characteristics: Sympathetic understanding of and willingness to work with the resident population of a State correctional facility, personal cleanliness, good sense of smell and taste; and freedom from communicable diseases.

Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates and wards.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION PLAN This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope:
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

A. Knowledge of:

1. Kitchen sanitation and safety measures
2. Food handling sanitation (Hazard Analysis Critical Control Point Programs)
3. Principles, procedures and equipment used in the storage, care, preparation, cooking, and dispensing of food in large quantity

EXAMINATION PLAN (CONTINUED)	4. Methods and procedures used in the operation, cleaning and care of utensils, equipment and work areas B. Ability to: 1. Complete satisfactorily a training program in the preparation and cooking of all food groups 2. Follow directions 3. Keep records 4. Analyze situations accurately and adopt an effective course of action 5. Communicate effectively
---------------------------------	--

ELIGIBLE LIST INFORMATION	A separate eligible list will be established to fill vacancies for the institutions on the attached listing. Names of successful candidates are merged into the list(s) in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.
---------------------------	--

POSITION DESCRIPTION AND LOCATION(S)	A Cook Specialist I (Correctional Facility) , under supervision in a State correctional facility in the Department of Corrections and Rehabilitation, assists in preparing, cooking and dispensing food for the residents and employees of the facility; cares for culinary equipment, supplies and work areas; works with employees and helpers from the resident population; maintains order and supervises the conduct of inmates, protects and maintains the safety of persons and property; may instruct, lead or supervise inmates; does other related work. Position(s) exist with the institution(s) listed in the attachment with the Department of Corrections and Rehabilitation.
--------------------------------------	--

SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.
------------------------------	---

VETERANS POINTS/ CAREER CREDITS	Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points
---------------------------------	---

GENERAL INFORMATION

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

CENTRAL CALIFORNIA WOMEN'S FACILITY
P.O. BOX 1501
23370 Road 22
Chowchilla, CA 93610-1501
(559) 665-5531 EXT. 5041
TDD: (800) 735-2922

EL PASO DE ROBLES YOUTH
CORRECTIONAL FACILITY
4545 Airport RD
Paso Robles, CA 93447
(805) 238-4040 EXT. 3469

NOTHERN CALIFORNIA YOUTH
CORRECTIONAL FACILITY
P.O. Box 213004
Stockton, CA 95213-9004
(209) 944-6305

PRESTON YOUTH
CORRECTIONAL FACILITY
201 Waterman
lone, CA 95640
(209) 274-8283

SOUTHERN YOUTH CORRECTIONAL
RECEPTION CENTER AND CLINIC
13200 South Bloomfield
Norwalk, CA 90650
(562) 868-9979 EXT. 2381

VENTURA YOUTH CORRECTIONAL FACILITY
3100 Wright RD
Camarillo, CA 93010
(805) 278-3724